

**OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board**

**MEETING MINUTES
June 4, 2014**

The Procurement Policy and Compliance Monitoring Board met in public session on **Wednesday, June 4, 2014** in the James R. Thompson Center, 100 West Randolph Street, 11-722A and in the Illinois Attorney General's main office, 500 South Second Street, Room 214, pursuant to notice.

Karla Schreiber, Chairperson, called the meeting to order at 2:01 p.m.

ROLL CALL

Board members present (5):

Springfield: Dave Boots, present
 Joe Small, present
 Pam Blackorby, present

Chicago: Karla Schreiber, present
 Sam Dorger, present

Other staff: Melissa Mahoney, Chief Procurement Officer
 Rocco LaSalvia, Acting State Purchasing Officer
 Eileen Baumstark-Pratt, Board Secretary
 Emily Vivian, Land Acquisition
 Iris Delgado, Purchasing Supervisor
 Jay Wagner, Chief Internal Auditor

Approval of minutes from the meeting held on May 28, 2014

The Chair asked the Board to review and approve minutes from the Wednesday, May 28, 2014 Procurement Policy Compliance and Monitoring Board (PPCMB) meeting. Sam Dorger moved and Dave Boots seconded the motion and by unanimous vote, the minutes from the meeting held on Wednesday, May 28, 2014 were approved.

The motion carried on the following voice vote:

Yeas: Dave Boots, Joe Small, Pam Blackorby, Sam Dorger and Karla Schreiber

Old Business

Dave Boots requested an update on the postings for Renewal of Laserfische RIO Enterprise Comprehensive Software Assurance/Maintenance and Renewal of Concordance Enterprise Software Assurance/Maintenance.

Rocco LaSalvia, SPO stated the Renewal of Laserfische RIO Enterprise Comprehensive Software Assurance/Maintenance and Renewal of Concordance Enterprise Software Assurance/Maintenance both came down from the Illinois Procurement Bulletin on June 4, 2014. There were no disputes and no protests.

Software Support for VM Enterprise Software

The Chief Technology Officer submitted a request to renew software support for the Virtual Machine (VM) Enterprise Software products for fiscal year 2015.

Rocco LaSalvia, SPO explained the software provides flexibility for IT staff, allowing them to efficiently manage hardware assets by creating virtual servers to create additional storage space within the network without incurring an additional expense for hardware.

Office Services will secure the software support through the CMS Master Contract #2652930, awarded to Presidio. The total cost is: \$6,361.74.

The Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Kodak Scanner Maintenance

The Chief Technology Officer submitted a request to secure Kodak scanner maintenance for Fiscal Year 2015.

Rocco LaSalvia, SPO requested to suspend the Kodak Scanner Maintenance purchase request. He further stated the office intends to repost for this purchase on the Illinois Procurement Bulletin detailing further specifications.

WebSense Web Security Gateway Anywhere Software License / Support Renewal

The Chief Technology Officer submitted a request to purchase a renewal of our annual software subscription license for 900 seats and premium support for 900 users.

Rocco LaSalvia explained the software is used by our IT staff to monitor and run detailed reports on internet usage. Office Services posted Information for Bid (IFB) on the Illinois Procurement Bulletin outlining the need for supplies and services. They received two responses from SHI International Corporation and Synercomm.

Office Services will secure a contract with SHI International Corporation, the vendor that submitted the lowest cost to provide these services. The total contract cost will be \$36,140.00.

The Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

West Publishing Corporation Extension of Existing CMS Master Contract

Office Services received a request from Library Services to extend the current special offer agreement between West Publishing and the OAG for on-line research services that are covered under an existing CMS contract # CMA8241840, set to expire June 30, 2014.

Rocco LaSalvia, SPO explained CMS placed an IFB posting on the Illinois Procurement Bulletin several months ago however, CMS has yet to make an award and they are contemplating issuing a new IFB. Many state agencies and offices utilize these services and CMS is aware that they must take some action in order to avoid interruption of services prior to the expiration of this contract.

Rocco LaSalvia, SPO further explained Office Services reached out to the CMS contact for the West Publishing contract and were told CMS will likely extend the existing contract up to 90 days allowing CMS to determine their next course of action. Office Services were told this extension may not be finalized until the final days of the current lease term.

Office Services will execute an initial purchase order under the anticipated CMS extension contract in the amount of \$31,495.00 covering the month of July. Office Services will execute a subsequent purchase order covering the balance of the extension term once it is defined. A separate packet for the balance of FY15 will be submitted to the PPCMB once the final contract is in place.

The Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Digital Color Copier Maintenance

Office Services requires copier maintenance on four (4) digital color copiers statewide. Office Services prepared an Invitation for Bid (IFB) which was posted on the Illinois Procurement Bulletin back in April 2014.

Rocco LaSalvia, SPO Explained the IFB outlined copier maintenance needs. Office Services received a response from CDS Office Technologies.

Office Services will secure a contract with CDS Office Technologies. The anticipated contract amount will be \$24,000.00.

The Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Off Site Raw Storage Space for Supplies and Equipment in Springfield

Rocco LaSalvia, SPO explained Office Services needs to maintain raw storage space to accommodate bulk supply and equipment storage needs for Fiscal Year 2015. Office Services reached out to three vendors, the current vendor Capitol Storage, The Depot and Underfanger Moving, a vendor who ultimately declined to submit a bid because they could not accommodate our needs.

Rocco LaSalvia, SPO expounded that our current vendor, Capitol Storage is the only vendor that is able to accommodate the needs of the office. The Depot submitted a lower cost; however, their facility is not conducive for office use. Office Services toured The Depot facility and determined the only access for loading and unloading is at their loading dock. Their loading dock is in excess of 48” high, the height of a typical truck tail gate, well above the height of the vehicles utilized. Office staff would have to manually lift items from ground level to the loading dock in order to access the storage area. There is no other point of access; therefore, Office Services concluded that this location cannot meet office needs. The office does not possess the proper equipment to allow for efficient use of this space.

Office Services will execute a purchase order to secure storage space from Capital Storage, LLC at a total cost of \$9,600.00, the same amount paid during FY2014.

The Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Janitorial Services for the Chicago Satellite Offices

Rocco LaSalvia, SPO explained the office is seeking to renew the office agreement with Ada S. McKinley and Darren Rogers, the vendor that provides janitorial services for the Chicago West Satellite Office. In addition, the office would like to secure similar services for our Chicago South Satellite Office.

Rocco LaSalvia, SPO explained the vendor has providing these services for several years and we are satisfied with their performance. Ada S. McKinley and Darren Rogers are listed as a CMS approved vendor under the State Use Program.

Office Services will execute a purchase order with Ada S. McKinley and Darren Rogers to secure janitorial services four times monthly at each location at a total cost of \$6,472.00.

The Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Public Comment:

The Chairperson asked if there were any public comments. No public comment.

Adjournment:

There being no further business to come before the PPCMB Board, Sam Dorger moved, and Dave Boots seconded that the meeting adjourn.

The motion carried by the following voice vote.

Yeas: Dave Boots, Joe Small, Pam Blackorby, Sam Dorger and Karla Schreiber

The meeting adjourned at 2:13 p.m.